

Submitted: 2/27/2013
Jurisdiction: Maryland
Agency: Department of Agriculture
Division/Unit: Southern Maryland Regional Mosquito Control Office

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 508
MSA ID: SE55-2687

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Truck maintenance forms, MFOM reports.	1699	8	1980-2010	8 cu ft.	02/27/2013	recycled
2	Community budgets, community application packages, community expenditure reports.	1699	1	1995-2007	30 cu ft.	02/27/2013	recycled
3	Employee records, applications received, time sheets.	1699	3	1980-2010	16 cu ft.	02/28/2013	paper shredder
4	General correspondence received, faxes, letters.	1699	5	2010-2012	0.5 cu ft.	02/27/2013	recycled
5	Purchase orders	1699	2	1980-2010	0.5 cu ft.	02/27/2013	recycled
6	Manuals, reference books	1699	11	1970-1990	1 cu ft.	02/27/2013	recycled

Destruction Certification

April Tindall

Signature

Office Secretary I

Title

2/27/2013

Date